

## ADMINISTRATIVE - INTERNAL USE ONLY

PRINTING AND PHOTOGRAPHY DIVISION  
WEEKLY REPORT FOR PERIOD ENDING  
24 February - 2 March 1983I. Items or Events of Major Interest that have Occurred During the Preceding Week

A. DDI Support: A dry run for the typeset version of the NID is scheduled for 2, 3, and 4 March. Printed copies of another test version will be requested on Tuesday, March 8 for DCI approval. If all tests are successful, it is anticipated that full conversion will be made by 21 March.

B. Security Access Control System (SACS): Effective 22 February, the SACS at P&PD building became fully operational on a real time (24 hour) basis. The transition was made smoothly, and no operational difficulties have been encountered.

C. Support to Office of Security: New visitor parking passes are being redesigned in three versions for ultimate printing in five different colors. Press runs of 3,000 - 5,000 each in various colors will total 65,000 copies.

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E. P&PD Bookbinding Requirements: P&PD has been requested to provide cloth case bookbinding support for 500 copies of two separate volumes for the DO and for 600 copies of a State Department World Court Memorial. This request far exceeds present capabilities; and supplemental support via part-time, overtime, and contract employee use is being explored.

II. Significant Events Anticipated During the Coming Week

A. Video Disc Briefing: On Monday, 7 March 1983, Jim Osborne from the 3M Company is scheduled to provide P&PD a briefing and demonstration on his company's interactive video disc system.

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